

**WISCONSIN DEPARTMENT OF
REGULATION & LICENSING**

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Governor



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**WISCONSIN BOARD OF NURSING
LICENSED PRACTICAL NURSE REFRESHER COURSE CRITERIA
Effective September, 2002**

Content:

A nursing refresher course designed for LPN's who have not been practicing for 5 years or more must include a theory review, a skills lab refresher of at least 15 hours in length, and directly supervised or precepted clinical experience of 70 hours or more, not including the skills lab.

The theory portion must be a structured educational program to include nursing process review (assessment, analysis, planning, implementation, evaluation), infection control, medication/pharmacology update, recent trends in nursing techniques and responsibilities, the aging population, communication, documentation and reporting, and scope of practice, including supervision and delegation.

The skills lab of at least 15 hours must include basic nursing skills review and equipment and technology update.

The directly supervised or precepted clinical experience of 70 hours or more can be performed in a hospital, clinic or long term/subacute facility. It is strongly recommended that some hours in a nursing home setting be included. A license is required to participate in this portion of the course.

The course can be designed to the individual, and can include independent study components, so long as clinical experience is supervised directly or precepted.

Faculty Qualifications:

Guidance of the program by an instructor with a masters degree in nursing is preferred, but refresher course instructors must possess at least a baccalaureate degree in nursing. The instructor must have recent clinical experience or clinical teaching experience. Course instructors provide supervision of preceptors, if preceptors are used. Preceptors are selected using criteria developed for the course.

License Required for Clinical:

Limited License: If the license has been expired for more than five years, potential course participants must apply to the Department of Regulation and Licensing for reregistration of license and receive this license prior to taking the clinical portion of the course. Applications may be obtained at 608-266-2112. Upon receipt and review of the application, a limited license to practice will be issued, which limits the course participant's practice to only the educational program. The course participant may not use the license to work otherwise.

Late Renewal: If the license has been expired for less than 5 years, it must be renewed by paying the late fee before participation in the clinical portion of the refresher course.

Certificate of Successful Completion:

The refresher course provider must issue a certificate of successful course completion that identifies the provider and the course participant, verifies completion of theory, skills lab and clinical components, and shows dates of successful completion. The course participant must submit the certificate with a letter requesting re-registration to the Department of Regulation and Licensing, Department Monitor, PO Box 8935, Madison, WI 53708 to obtain the permanent license.

Refresher Course Approval Process:

The Board of Nursing will maintain a listing of approved courses. Individual course participants will be required to submit a curriculum for approval in advance of taking a course only if the course is not on the approved list. If the refresher courses are comprised of elective components, the course participant will be responsible to take a component in theory, lab skills, and clinical experience to meet the requirements for relicensure.

(Approved 2/1/02, rev. 11/04)